



# CITY OF HOUSTON

## Job Posting

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<i>Applications accepted from:</i>	All Persons Interested
<i>Job Classification</i>	Senior IT Project Manager (Executive Level)
<i>Posting Number</i>	PN # 108159
<i>Department</i>	INFORMATION TECHNOLOGY DEPARTMENT
<i>Division</i>	Infrastructure
<i>Section</i>	Infrastructure Services
<i>Reporting Location</i>	611 Walker, 8 <sup>th</sup> Floor
<i>Workdays &amp; Hours</i>	M-F, 8 a.m. - 5 p.m.*

\*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides oversight, evaluation, and participation in all aspects of the planning, development and implementation of large or highly complex Information Technology for the City; oversees, evaluates, and participates in systems projects from inception and project definition to implementation and post-implementation analysis and planning. Includes all phases, such as project development, implementation strategy, planning and support, system requirements, implementation options analysis, procurement, conversion planning and operational support requirements.

Utilizes industry and City “Best Practices” to manage projects including developing strategy, policy, guidelines, and procedures for those implementations. Applies strategic thinking to projects and aligns project goals with City technology strategy. Manages multiple projects and tasks with complex inter-relationships. Ensures comprehensive project budget, contract, and project invoice tracking is performed. Ensures the development of timely and appropriate communications for the project. Develops and delivers executive level briefings on assigned IT projects.

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**WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc. Requires some light lifting (less than 40 lbs).

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Computer Science, Information Systems, or a closely related field.

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**MINIMUM EXPERIENCE REQUIREMENTS**

7 years of Information technology experience is required, with at least three years in a project management capacity. Four years of project management experience may be substituted for the degree requirement.

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**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP 2-2).

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**PREFERENCES**

Demonstrated strategic thinking with ability to operationalize the strategies.  
Demonstrated leadership with strong ability to mentor others in project management.  
Proactive and participatory style with a desire to solve problems.  
Willingness to roll up sleeves and perform even the most mundane task.  
Strong track record of starting and successfully completing projects on time and within budget.  
Strong knowledge of best practices in project management methodologies.  
Demonstrated success in communicating with all levels of an organization.  
Strong written, oral, and interpersonal skills.  
Demonstrated ability to manage resources in a matrix organization (direct & in-direct reports)  
PMP Certification

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**SELECTION/SKILLS TESTS REQUIRED**

None

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**SAFETY IMPACT POSITION**

☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 30  
\$1,999 - \$3,614 Biweekly    \$ 51,974    -    \$ 93,964    Annually

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**OPENING DATE**

January 4, 2006

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**CLOSING DATE**

Open Until filled

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**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0225. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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